

Workplace Alaska

Class Specification Cartographer II

Created:
10/06/1997 by Rick Davis
Finalized on:

AKPAY Code: P8415
Class Outline Cat: B
Approved by:

Class Code: PK0812
Class Range: 15
Class Status: Active

Category:
Original Date: 08/04/1967

Class Title: Cartographer II
Use MJR Form: Standard

Original Comments:
ESTABLISHED

Subsequent Revision Dates/Comments:
06/01/92 - Complete revision (CDS)
09/28/2001 - Audited (kgarrett)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 17-1021 **Census:** 02

Last Update Comments:

Definition:

Under general supervision, compiles and produces a variety of maps and other graphic designs.

Distinguishing Characteristics:

This is the journey level of the series. Incumbents complete projects independently referring only the most difficult or complex matters to the supervisor. It is distinguished from the Cartographer III by the lack of supervisory responsibility found at the III level. It is distinguished from the Cartographer I in that the latter is a trainee level where projects are less complex, more narrowly defined, and more closely supervised.

Examples of Duties:

Creates maps using a variety of software programs such as AutoCad, ArcInfo and EDS STRINGS for land or wildlife management, or highway or community planning.

Compiles base map information from a variety of sources including aerial photography and existing maps.

Digitizes information from a mylar representation or from a data processing tape file. Produces draft and camera ready maps and graphics using plotters, photographic equipment, and by hand.

Produces comprehensive layout of all map components (i.e., map shape, inset maps, photographs, explanation, title).

Contacts users to determine their graphic needs and the time frame for the assignment.

Edits draft maps produced from compiled data to ensure that all information is portrayed accurately.

Performs scribing (engraving) and prepares peelcoat and rubylith separates for color reproduction.

Performs project planning including providing cost and production time estimates. Obtains bids for printing. Monitors progress and reviews work completed by private consultants on projects that require multi-overlay mapping, graphics, illustrations and printing.

Uses data processing software/hardware to convert cartographic data in one format such as USGS tapes to an automated cartographic database such as ArcInfo, EDS STRINGS or Geographic Information System (GIS). Works with contract programming personnel to test new programs.

Selects and orders air photo or USGS topographic base maps to prepare maps of boundaries and other community planning maps.

Researches maps, plats, legal descriptions and other documents that describe land ownership or use.

Determine graphic projects design elements such as type, style, size, color scheme and overall page design.

Design reports including the cover, chapter dividers, charts, illustrations and photos.

Prepare graphics and illustrations such as newspaper ads, posters, and newsletters.

Knowledge, Skills and Abilities:

Considerable knowledge of different mapping methods using both manual and computer assisted cartographic techniques.

Considerable knowledge of principles, practices, and current developments in the field of cartography.

Considerable knowledge of procedures and techniques used in compiling and portraying cartographic information.

Considerable knowledge of USGS and other map bases.

Considerable knowledge of the methods of map registration to assure that the information layers maintain accurate alignment.

Considerable knowledge of photographic and printing processes.

Ability to create a variety of maps and graphic information using manual and computer assisted means.

Ability to make accurate mathematic calculations relating to map coordinates, projections, and aerial photo or map scaling.

Ability to determine the most effective and efficient method of portraying graphic data from written and oral instructions or concepts.

Ability to communicate effectively with others, verbally, visually and in writing.

Ability to perform project planning from conception to finished product.

Ability to function independently.

Ability to determine which production method will be the most cost effective.

Ability to prepare and maintain production records.

Ability to locate base/source material.

Ability to perform routine preventative maintenance and minor repairs to equipment used in the work.

Minimum Qualifications:

Four years of cartographic or drafting experience including one year of computer assisted map production as a Cartographer I with the State of Alaska or the equivalent elsewhere.

College course work or vocational training in Cartography or Geography may substitute for the experience on a year-for-year basis.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:**Minimum Qualification Questions:**

Do you have four years of cartographic or drafting experience?

AND

Does it include one year of entry level computer assisted map production learning the methods, principles, and procedures to compile and produce a variety of maps and other graphic designs? This experience is equivalent to a Cartographer I with the State of Alaska.

Or Substitution:

Do you have four years of any combination of college course work (3 semester hours or 4 quarter hours equal one month of experience) from an accredited college or vocational training from an approved program in cartography or geography and/or cartographic or drafting experience?